

Electronic Funds Transfer:

the smart way to pay your Louisiana business taxes



A publication of the
Louisiana Department of Revenue

Wouldn't it be great if you could take care of your tax payments without all the hassles of writing and mailing checks?

You can—with **Electronic Funds Transfer (EFT)**.

You're in control with EFT.

Payments can't get lost or delayed in the mail, and you can pay when it's convenient—24 hours a day, 7 days a week. The call for debit payers must be completed before 1:30 p.m. Central Time at least one business day before you want your bank account debited. The call is toll-free.

EFT is easy.

When you choose the ACH debit method, a phone call is all it takes to authorize payment.

EFT is secure.

- ☞ You have complete control of the movement of your money.
- ☞ The funds can only be deposited to the State of Louisiana's bank account.
- ☞ Your transaction is protected by a security access code.
- ☞ You get a verification number at the end of each call, so your transaction can be tracked.

There are two ways to pay electronically—debit transfers or credit transfers.

Debit transfers

To authorize payments, you call the Department's banking service, a toll-free number, using either touch-tone automation, personal computer, or operator assistance. You specify the amount to be transferred, and the service will then transfer that amount from your bank account to the Department's account. The state pays the transaction cost for the debit option.

Credit transfers

To authorize payment with a credit transfer, you have your bank transfer funds to the state's bank account. (Supplemental filing information must be sent with your payment using the ACH standard CCD+ format and TXP Addendum Record standards. Contact your bank to make sure they offer ACH origination services.) The cost of each transaction is charged to you, as the originator of the credit transfer.

Getting started is easy

Fill out the form on the back and mail it to us. We'll send you an EFT instruction packet. If you're choosing the debit transfer option, be sure to include a copy of a cancelled or voided check from your account.

Remember to send a copy of your cancelled or voided check!

A check from 'ABC BUSINESS' to the 'Louisiana Department of Revenue'. The check is dated 'April 11, 1998' for the amount of '\$120.50'. It includes a routing and transit number '123404567' and a bank account number '123456789'. The check is marked 'Not Negotiable' and '1044'.

Routing and transit number

Bank account number

**Authorization Agreement for
Electronic Funds Transfer (EFT) of Tax Payment**

☐ New Application ☐ Change Document (effective date) _____

This section must be completed regardless of the payment method selected.

Taxpayer name		Revenue Account Number						
Tax type - Enter the tax type name and the corresponding 5-digit NACHA Code from the list at right. _____ <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>							Federal Identification Number (if applicable)	
A separate authorization is required for each tax type.								
Requested effective tax period _____								
Anticipated date of first transmission _____								
Contact person	Telephone ()	Contact person	Telephone ()					
Mailing address for EFT purposes (street address, box number)								
Mailing address (city, state, ZIP)								

II ☐ ACH Debit

I hereby authorize the Louisiana Department of Revenue to present debit entries into the bank account and the depository named below. The individual debit transactions will be presented only after having been expressly authorized and initiated by the taxpayer. These debits will pertain only to Electronic Funds Transfer payments that the taxpayer has initiated for payment of Louisiana taxes.

Signature		Title		Date											
Bank name			Branch												
Bank contact person				Telephone ()											
Bank account number			Type of account <input type="checkbox"/> Checking <input type="checkbox"/> Savings												
Transit and routing number	<table border="1" style="display: inline-table; width: 100%; height: 20px;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>											Name on bank account			

Please attach a copy of voided check or deposit slip.

III ☐ ACH Credit with Addenda

Before choosing the ACH Credit with Addenda option, check with your financial institution to be sure it can accommodate your needs.

Mail application to: Louisiana Department of Revenue
EFT Processing
P.O. Box 4018
Baton Rouge, LA 70821-4018

For office use only.	
Effective tax period	Initials



Tax type

Enter both the tax type name and the corresponding National Automated Clearinghouse Association (NACHA) code, as follows, in the appropriate place at left.

Sales Tax

General Sales (R-0129)	04101
Hotel/Motel Jefferson/Orleans (R-1029 DS)	04121
NOEH Hotel Room Occupancy Tax (R-1325)	04131
Automobile Rental Excise Tax (R-1329)	04111
Statewide Hotel/Motel	04141

Severance Tax

Oil Severance	08100
Gas Severance	08200
Mineral Severance	08600
Timber Severance	08700

Other taxes

Withholding	01100
Corporation Income/Franchise	02200
Natural Gas Franchise Tax	08220
Oilfield Restoration (oil)	08111
Oilfield Restoration (gas)	08211

Excise Taxes

Alcohol	06401
Beer Returns	06301
Gasoline Dealer	05101
Gasoline Jobber	05111
Gasoline User	05121
Hazardous Waste	09001
Inspection and Supervision	15001
Special Fuels Decals	05221
Special Fuels Supplier	05201
Special Fuels User	05211
Tobacco Permits	07321
Tobacco Returns	07301
Transportation and Communication	15011

For assistance, call:

Corporation Income & Franchise Taxes	(504) 925-4611
Excise Taxes	(504) 925-7652
Sales Tax	(504) 925-7356
Severance Tax	(504) 925-7500
Withholding Tax	(504) 925-4611